

*Idaho Department of Labor Employer Association of Ada County presents:*

# **Time Management: Do More, Waste Less**



- Identify common time wasters
- Apply strategies to reduce them
- Plan tasks and develop goals more effectively

In the past 20 years, working time has increased by 15 percent while leisure time has decreased by 33 percent. The average person today receives more information on a daily basis than the average person received in a lifetime in 1900.

In this session you will learn how to reduce interruptions, run meetings more seamlessly, capitalize on email communication and delegate more often.

**Facilitated by:** Lisa Johnson  
Lisa Johnson Counseling and Consulting LLC

**Where:** Meridian School District—Salmon Room  
1303 East Central Drive  
Meridian, ID 83642

**Cost:** \$15 per person, includes continental breakfast and door prizes  
*The majority of the money collected from training is given back to the community through scholarships for businesses and students*

**Registration:** Call (208) 332-3575 or email  
[john.russ@labor.idaho.gov](mailto:john.russ@labor.idaho.gov)

## *Changing Times, Practical Solutions*



The Idaho Department of Labor is an Equal Opportunity Employer and Service Provider. We are committed to providing employment services and programs and will not discriminate on the basis of race, color, national origin, religion, political affiliation or belief, sex, age, or disability. Reasonable accommodations are available upon request to individuals with disabilities by calling (insert local office telephone number here). Dial 711 for TTY Idaho Relay

**IDAHO**  
DEPARTMENT OF LABOR  
C.L. "BUTCH" OTTER, GOVERNOR  
ROGER B. MADSEN, DIRECTOR